



City of Seattle
Edward B. Murray, Mayor

Human Services Department
Catherine L. Lester, Interim Director

Standard Submission Requirements

Information for HSD Funding Opportunities:

Each Seattle Human Services Department (HSD) funding opportunity's Guidelines and Application document will outline the submission requirements and instructions specific to the funding opportunity. The following details the standard submission requirements for all agencies applying for funding through one of HSD's funding processes.

1. A copy of your agency's most recent financial audit.
 - a. If your agency does not have a recent financial audit, provide a copy of your most recent IRS Form 990 (nonprofit agencies only) or latest business income tax return (for-profit agencies only).
2. A copy of your agency's financial statement from the last fiscal year, certified by your agency's Chief Financial Officer (CFO) or financial manager.
3. A current certificate of nonprofit status or evidence of incorporation or status as a legal entity. Your agency must have a federal tax identification number/employer identification number.
4. A current certificate of public liability insurance.
5. If your agency has an approved indirect rate, a copy of proof that the rate is approved by an appropriate federal agency or another entity.
6. Roster of your agency's current Board of Directors.
7. Minutes from your agency's last four Board of Directors meetings.

Complete application packets must be submitted for each funding opportunity for which your agency is applying (even if your agency is applying for more than one funding opportunity). Application packets must be received in person, by mail, or electronic submission (via [HSD's Online Submission System](#)). No faxed or e-mailed proposals will be accepted. Proposals must be received and date/time stamped by the deadline. *Late or incomplete proposals will not be accepted or reviewed for funding consideration.*